



CITY OF TUKWILA
 Community Development Department
 Permit Center
 6300 Southcenter Blvd., Suite 100
 Tukwila, WA 98188
<http://www.TukwilaWA.gov>

SMALL WIRELESS FACILITY INFORMATION FORM

This form **MUST** be submitted as an attachment at the time of application.

APPLICANT INFORMATION	ADDITIONAL CONTACTS INFORMATION
Applicant Name: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Email: _____ Tukwila Business License: _____	If you would like additional contacts to be included on this permit application, please enter here: Name: _____ Email: _____ Name: _____ Email: _____ Name: _____ Email: _____

All telecommunication carriers and service providers engaged in the business of transmitting, supplying, or furnishing telecommunications service of any kind originating or terminating in the City of Tukwila shall apply and obtain a Business License from the City pursuant to Chapter 5.04 of the Tukwila Municipal Code.

CONTRACTOR INFORMATION	BILLING CONTACT
Business: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Email: _____	Business: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Email: _____

GENERAL INFORMATION

Does the Applicant have a Franchise? Yes No
If no, please contact the City to discuss executing a Franchise before, or simultaneous, with this small wireless permit.

Does the Applicant propose to install facilities on City-owned poles? Yes No

Does the Applicant have a Master Lease Agreement for usage of City-owned poles? Yes No
If no, please contact the City for the master lease agreement. Please note that the template master lease agreement will not be modified without a tolling agreement.

Total Number of proposed small wireless facilities:

Number of proposed small wireless facilities on **existing poles**:

Number of proposed small wireless facilities on **replacement poles**:

Number of proposed small wireless facilities on **new poles**:

Are there any proposed small wireless facilities that need Community Development Department review consistent with TMC 23.04.100(E)? Yes No

FEES *Small Wireless Facility Siting and Construction Permit Application Fees are in addition to any franchise application and facility usage/license fees that are due separately

Number of Sites on Existing, Relocated, or Replaced Structures (poles)

Number of Sites on New Structures (poles)

FEE CALCULATION – FOR OFFICE USE ONLY

Total Application Fee Due Existing Fee + New Fee = TOTAL \$ <input type="text"/>	EXISTING POLE FEE \$ <input type="text"/>	\$500.00 for Existing, Relocated, or Replaced structure for up to five sites. (Existing Fee) These fees include all City permitting costs except the Franchise Application/Renewal/Amendment and Administration Fee.
	NEW POLE FEE \$ <input type="text"/>	\$1,000.00 for each New Structure (New Fee) These fees include all City permitting costs except the Franchise Application/Renewal/Amendment and Administration Fee.

APPLICANT OR AUTHORIZED AGENT (IF AN AGENT, SUBMIT AUTHORIZING DOCUMENTATION)

Print Name: _____ Date: _____

Applicant's Signature: _____

Letter of Authorization from Applicant – If Applicant is utilizing a contractor or consultant to apply for this Application on their behalf, a Letter of Authorization from the Applicant must be submitted with this application. Letter must be on company letterhead.

By signing above, I declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge and that I will comply with the provisions of the Tukwila Municipal Code while in doing business in Tukwila.

SMALL WIRELESS FACILITY APPLICATION SUBMITTAL REQUIREMENTS

Applicant can batch multiple small wireless facility sites into one application; however, you are encouraged to batch the small wireless facility sites within an application in a contiguous service area. Please organize the submission based on pole type (wooden poles, non-wooden poles, new poles). **Initial by each area completed.**

The completed Small Wireless Facility Permit application shall be submitted with the following information:

- 1. The locational information including GIS coordinates of all proposed small wireless facilities and specify where the small wireless facilities will utilize existing, replacement or new poles, towers, existing buildings and/or other structures. Ground-mounted equipment, conduit, junction boxes and fiber and electrical connections necessary for and intended for use in the deployment shall also be specified regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party. Detailed schematics and visual renderings of the small wireless facilities, including engineering and design standards, shall be provided by the applicant.
 - a. Include complete construction plans for proposed infrastructure bundled into a PDF file, drawn to scale with scale clearly indicated on each sheet, formatted to 11"x17," including:
 - 1. The construction drawings shall depict all existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees, and structures within 50 feet from the proposed site. The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches, and any other ancillary equipment or construction necessary to construct the small wireless facility.
 - 2. The location of overhead and underground public utility, telecommunication, cable, water, sewer drainage and other lines and equipment in the rights-of-way along the proposed route.

3. The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.
 4. A professional engineer licensed by the State of Washington shall certify in writing, over his or her seal, that the construction plans are designed to reasonably withstand wind and seismic loads.
 5. Compliance with the aesthetic requirements of TMC 23.04.100 as applicable.
 6. If the application is for a new or replacement light pole, then you must provide a photometric analysis.
- b. Each pole location site plan must be represented by a set of plans within the overall application, designed so that if any single pole is removed from the application, the remaining site plan(s) remain valid. Each pole location site plan set shall include, but is not limited to, the following:
1. Cover sheet with pole title, name, location, information, and photograph of the proposed location of the pole and a photo simulation of the proposed pole.
 2. "Required notes for each set of pole site plans" only if unique to the location and as such cannot be part of the overall sheet notes.
 3. Label and dimension site plan and elevation plan, including, but not limited to, the following when applicable:
 - a. Key symbols, ROW, property, and easement lines, etc.
 - b. Street information including names, curb lines, sidewalks, street amenities, vegetation, existing and proposed utilities
 - c. Structural plans, signed and stamped by a professional structural engineer, for pole and associated foundations, and include depth, diameter, grounding, reinforcing, concrete
 - d. Labeled construction materials, color, finish, etc.
 - e. Pole dimensions and total max height adjacent to grade. Size and dimensions of any ground mounted based equipment (junction boxes, cabinets, etc.)
 - f. Size and dimension of any projection(s) from pole (i.e., antennas, boxes, shielding)
 - g. Proposed voltage, maximum transmission wattage, radio frequency, and microwave expulsion for all equipment associated with each pole, as allowed under FCC regulations, signed and stamped by a certified RF Engineer.

2. Written approval from the owner of any pole or structure for the installation of your small wireless facilities on such pole or structure. Such written approval shall include approval of the specific pole, engineering and design standards, as well as assurances that the specific pole can withstand wind and seismic loads, from the pole owner, unless the pole owner is the City. Submission of the lease agreement between the owner and you, the applicant, is not required. For city-owned poles or structures, you must obtain a lease from the City prior to or concurrent with the small wireless permit application and must submit as part of the application the information required in the lease for the City to evaluate the usage of a specific pole.

3. A right-of-way use permit as required by TMC Section 11.08.010.

4. Any application for a Small Wireless Facility Permit which contains an element which is not exempt from SEPA review shall simultaneously apply under Chapter 43.21C RCW and TMC Title 21.

5. A sworn affidavit signed by an RF engineer with knowledge of the proposed project affirming that the small wireless facilities will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless

facility are to be provided by a third party, then the small wireless permit shall be conditioned on an RF certification showing the impact of the RF emissions on the entire installation. You may provide one emissions report for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one emissions report for each subgroup installation identified in the batch.

- 6. Proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.
- 7. Such other information as the Director, in his/her discretion, shall deem appropriate to effectively evaluate the application based on technical, engineering, and aesthetic considerations.